



Date: September 12, 2008

To: City Manager for Council Action

From: Director of Planning and Inspection

Subject: Approve, and Authorize City Manager to Execute, Amendment to Contract Between the City and Metropolitan Planning Group (MPG) for the Continued Provision of Planning Staff for 2008-2009

EXECUTIVE SUMMARY:

The Planning and Inspection Department staff is currently supplemented by a permit technician and two assistant planners provided by the Metropolitan Planning Group. Two contracts with MPG were executed in the amount of \$48,000 for fiscal year 2007-08 and \$49,500 for fiscal year 2008-09, for the services of these employees.

During the last quarter, the Permit Center received an average of over 1,600 visits per month. It is imperative that sufficient staff be available to serve the public in addition to managing our objectives for the timely processing of development applications. This is not possible with only the current City employee Planning staff. Current planning projects on file total over 8 million square feet of Office/Research and Development, 3 data centers and proposals for residential development, as well as the BART Station Area Plan and the General Plan Update projects. The three additional staff members provided by MPG are being fully utilized to respond to public inquiries, enabling City planning staff to respond to current and long-range planning projects. In order for the Planning Division to retain the current three employees from MPG, who are familiar with the City's processes and requirements, through the end of this fiscal year, an amendment to the contract with MPG to extend the \$49,500 amount by the amount of \$241,000 is needed.

An amendment to the contract with MPG, in an amount not to exceed \$290,500, is attached. The term of the contract is also amended from July 1, 2009, to September 30, 2009, in the event that funds should remain after the end of the fiscal year, due to any fluctuations in hours of the contract planners during the year. The amendment also includes a clarification of the hours per week per employee. A copy of the amendment is in the Council Offices.

ADVANTAGES AND DISADVANTAGES OF ISSUE:

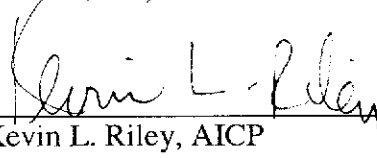
Hiring as-needed planners instead of using planners from MPG would require valuable staff time for recruitment, interviewing and, especially, training. MPG's staff is being used successfully, and the permit technician and two assistant planners currently in place can be retained without a gap in coverage.

ECONOMIC/FISCAL IMPACT:


Amendment No. 1 will increase the contract by \$241,000 for a total contract amount not to exceed \$290,500. Sufficient appropriations are available in the Planning Department Contractual Services (001-5522-87870).

RECOMMENDATION:

That the Council approve, and authorize the City Manager to execute, the Amendment No. 1 to the agreement between the City and the Metropolitan Planning Group for MPG's services to the Planning Department in providing qualified planners to supplement existing staff for 2008-2009, in an amount not to exceed \$290,500.




Kevin L. Riley, AICP
Director of Planning and Inspection

Certified as to Availability of Funds: 

001-5522-87870 \$ 241,00.00

APPROVED:



Mary Ann Parrot
Director of Finance



for Jennifer Sparacino
City Manager

MAJORITY VOTE OF COUNCIL

Documents Related to this Report:

1) Amendment to Contract With Metropolitan Planning Group

I:\PLANNING\2008\CC-CM 2008\CC 09-30-08\metropolitan planning group rev.doc

CITY OF SANTA CLARA

AGENDA MATERIAL ROUTE SHEET

Council Date: 9/30/08
SUBJECT: Amendment to the Contract Between the City-
Metropolitan Planning Group (MPG)

CERTIFICATION

The proposed Amendment
Regarding Provision of Planning Staff for 2008-09
has been reviewed and is hereby certified.

PUBLICATION REQUIRED:

The attached Notice/Resolution/Ordinance is to be published _____ time(s) at least _____ days before the scheduled meeting/public hearing/bid opening/etc., which is scheduled for _____, 200__.

AUTHORITY SOURCE FOR PUBLICATION REQUIREMENT:

Federal Codes:

Title _____ U.S.C. § _____
(Titles run 1 through 50)

California Codes:

Code _____ § _____
(i.e., Government, Street and Highway, Public Resources)

Federal Regulations:

Title _____ C.F.R. § _____
(Titles run 1 through 50)

California Regulations:

Title _____ California Code of Regulations § _____
(Titles run 1 through 28)

City

City Charter § _____ (i.e., 1310. Public Works Contracts. Notice published at least once at least ten days before bid opening)

City Code § _____

1. As to City Functions, by

Paul R. R. KPR
Department Head

2. As to Legality, by

Michelle
City Attorney's Office / CAO Assignment No 08. 1355

3. As to Environmental
Impact Requirements, by

Kevin L. F.
Director of Planning and Inspection

4. As to Substance, by

for Kenneth E. Garrett
City Manager

Revision Date June 7, 2005